

CITY GOVERNMENT

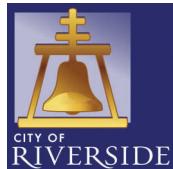
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of over \$1 billion reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer

Human Resources Department
3780 Market St., Riverside, CA 92501
(951) 826-5808—Fax (951) 826-5943
www.riversideca.gov/human

Applications will be accepted until 5:00p.m., Friday, October 12, 2007. To be considered, please submit an online application. Applications are available online at: www.riversideca.gov/human. Resumes can be e-mailed to resumestohr@riversideca.gov. Please reference Job Code 53952.

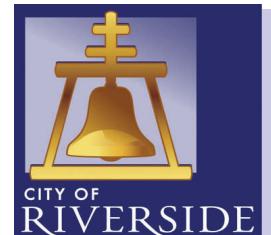
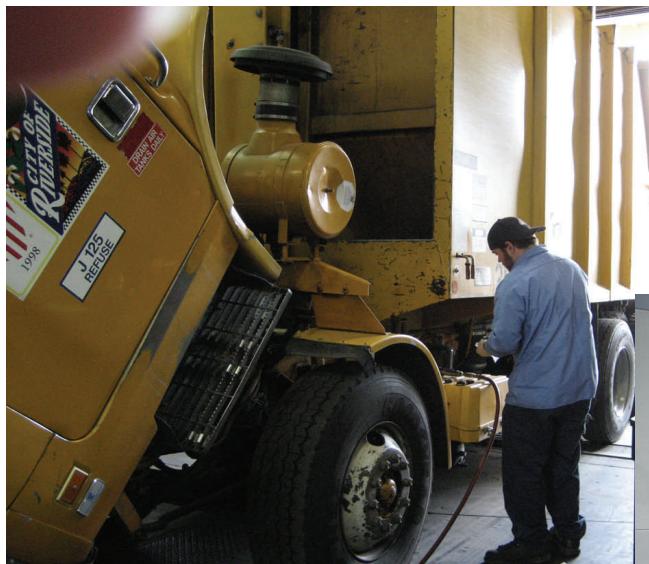
Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list for six months.

Our core values are *integrity and credibility; commitment to service and action; accountability, inclusiveness and diversity; loyalty, personal growth, innovation and teamwork*.

The City of Riverside

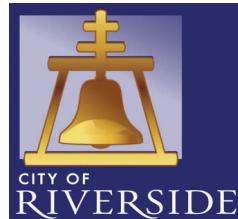
Is Seeking An Experienced And Dynamic Professional To Serve As

Fleet Director - Non Classified



Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.

THE POSITION



The City of Riverside is looking for a seasoned self-starter with polished leadership skills to join the General Services Department as the Fleet Director. This is a newly created position and a tremendous opportunity for an energetic and dynamic individual to pave the way for the Fleet Division!

The successful candidate will serve at-will under the leadership of the General Services Director. The successful candidate will possess the ability to lead and motivate a team to perform quality work and deliver outstanding customer service to the City. The ability to analyze current and forecast future trends as it relates to the maintenance of the City's fleet vehicles is highly desirable.

INFORMATION

Typical duties may include, but are not limited to the following:

- Administers the day-to-day work of the Fleet Maintenance Division of the General Services Department.
- Directs the organization, staffing and operational activities for equipment maintenance including the maintenance and repair of City vehicles and equipment.
- Directs through subordinate supervisors, the selection, training, motivation and evaluation of fleet maintenance personnel; provides or coordinates staff training; implements discipline and termination procedures.
- Oversees the development and review of the effectiveness of corrective maintenance and preventative maintenance schedules, servicing and repair procedures and standards.
- Implements cost controls for vehicle maintenance activities; administers the Central Garage annual budget for maintenance and automotive stores and parts.
- Directs the preparation of specifications and recommends purchases and assignments of transportation and construction equipment.
- Reviews and makes recommendations based on reports analyzing equipment repair, purchase and usage.
- Confers with department and division heads to determine their transportation and vehicle requirements and resolves complaints and problem situations.
- Develops replacement strategies for existing equipment and plans for fleet expansions.
- Organizes shop facilities to meet fluctuating and unusual demands.
- Monitors the maintenance of inventory control records for the fleet maintenance parts operation and the City fuel use system.
- Selects, trains, supervises and evaluates subordinates.
- Performs other duties as assigned.



EDUCATION AND EXPERIENCE

The ideal candidate will possess a Bachelor's Degree from an accredited college or university with major course work in Business or Public administration or Fleet Management and 8 years of experience in Fleet management including at least four years as a Supervisor or Manager. Two years of additional qualifying experience may substitute for two years of the required education.

The ideal candidate will possess the knowledge of principles and methods of vehicle and equipment maintenance and repair; principles and methods of inventory control and contract administration; applicable federal, state and local laws, ordinances and programs concerning air quality and environmental protections; fleet acquisition leasing, and disposal practices; public relations and customer service techniques.

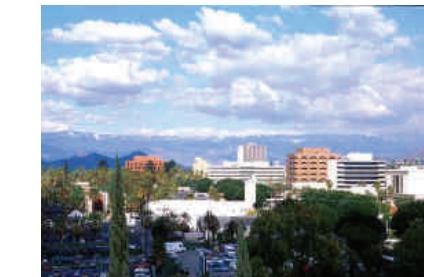
COMPENSATION

The annual salary range for this position is \$74,244 – \$114,443 *

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary.
- Deferred Compensation—The City contributes up to \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step contingent upon qualifications of successful candidate.

THE COMMUNITY



Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.